

MONTHLY THERMOMETER / PROBE CHECK (CALIBRATION) – Temperature monitoring equipment should be checked regularly (e.g. **monthly**) to ensure accuracy. Reading in iced water should be **-1°C to +1°C** and in boiling water between **99°C to 101°C**.

Calibration Date:		Probe Reading in Iced Water:	°C	Reading in Boiling Water:	°C	Manager to be notified ? √/x:		Signed:	
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FOOD DATE CODE CHECKS

	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
Is Food Suitably Stored, Covered and Dated ?							

CLEANING CHECKS - DAILY

Clean as you go! Initial the columns when you have checked that the area is cleaned and/or disinfected. Ensure the areas/ equipment listed below is clean before you leave.

Area / Equipment	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
Sanitiser available?							
Clean cloths?							
Floors							
Splashbacks							
Refrigerators/Freezers							
Work Surfaces							
Ovens & fryers							
Grills & Canopy							
Microwave oven(s)							
Internal bins & Lids							
Dish Washers							
Sinks and Basins							

CLEANING CHECKS- WEEKLY

Check each area/equipment once a week. Now sign on the day you checked.

Area / Equipment	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
Walls (High Level & behind equipment)							
Light covers							
Ceiling							
Doors / Windows							
Extractor Filters							
Shelving							
Freezers							
External bin store							
Store Rooms							

PEST CONTROL

Any signs of pest activity (e.g. droppings, gnawed packets, holes in wall) should be reported to management immediately.

Pest Activity noted:	
Reported to:	Date Reported:

WEEKLY MANAGEMENT VERIFICATION

At the end of the week the manager or other senior member of staff should verify that all above checks have been adequately carried out.

Managers Name:	Signature:	Date:
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